

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NEGE06053604**

**Opening Date:** January 9, 2006

**Closing Date:** February 7, 2006

**Position:** Lead Contract Specialist, GS-1102-13/FPL: 13

**Salary:** \$77,353 - \$100,554 Annual

**Place of Work:** U.S. Army Engineer District, Baltimore, Contracting Division,  
Acquisition Branch

**Duty Station:** Baltimore, MD

**Position Status:** This is a Permanent position. -- Full Time

**Number of Vacancies:** 1

**Duties:** In this position, you will plan and organize the work of the team. You will establish work schedules and assign work to individual employees including the solicitation, selection, negotiation, award and administration of contracts. Commits the Government in the capacity of a designated Contracting Officer. You will plan, coordinate, implement and maintain system and operating procedures to effectively acquire, manage, control, and assure proper obligation of funds supporting the acquisition of contracts, options, and delivery orders. You will perform pre-award, post-award, contract price/cost analysis, and other highly specialized or complex functions. You will negotiate highly complex procurements of extensive services, high technology equipment systems and/or highly specialized construction projects.

**About the Position:** This position is located at the Baltimore District, Corps of Engineers, headquarters located in the City Crescent Building, 10 South Howard Street, in downtown Baltimore, Maryland.

**Who May Apply:**

- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Army employees serving on career or career conditional appointments.

**Qualifications:**

**SPECIALIZED EXPERIENCE:** Candidates for this position must show in their resume that they have one year of specialized experience and training that provided: 1) Comprehensive knowledge of a very broad range of contracting methods & contract types sufficient to independently perform pre-award, post-award, contract price/cost analysis, & other highly specialized or complex functions. 2) Mastery of business practices & market conditions applicable to the contracting organizations programs &

technical requirements sufficient to evaluate bid responsiveness, contractor responsibility, contractor performance, & other very wide ranging contract actions when these actions involve highly specialized or complex contracting issues. 3) Comprehensive knowledge of acquisition planning so as to accomplish a variety of complex contractual matters. 4) Mastery of negotiation strategies & techniques so as to be able to negotiate highly complex procurements of extensive services, high technology equipment systems &/or highly specialized construction projects.

KSAs are not used. Applicants will be rated against the RESUMIX Job Search Criteria which is chosen by the selecting official.

THIS IS AN ARMY CRITICAL ACQUISITION POSITION (CAP) which may only be filled by a member of the Army Acquisition Corps (AAC) or an individual that is fully qualified for AAC membership at the time of application for this position. To be fully qualified, applicants must possess a bachelors degree and at least 24 semester hours in accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; AND completion of all mandatory training requirements for Level II or III DAWIA certification; AND four years of acquisition experience.

**BASIC QUALIFICATION REQUIREMENTS FOR CONTRACTING OFFICER POSITIONS:** In addition to meeting the basic educational requirements, as well as the specialized experience requirements, applicants must have completed two years of experience in contracting positions, AND must have completed mandatory contracting courses for positions at the level and grade at which the person is serving. Certification at this level is sufficient to meet this standard.

**COMMENTS:** (1) PCS expenses may or may not be authorized. (2) Must meet DAWIA Requirements Level II. (3) Must be an acquisition workforce member as required by the National Defense Authorization Act (NDAA). (4) Applicants must include the following information in the content of their resume: Summary of ratings for the last three annual performance appraisals, relevant training and award history, membership in relevant societies, and professional registration/license, if applicable. Applicants must fax a copy of their most recent performance rating, Acquisition Career Record Brief (ACRB) and current SF-50 (NPA) to Mary Jenkins at 410-962-2663.

A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees; AND at least 24 semester hours of study from an accredited institution of higher education in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management obtained within or in addition to the bachelor's degree. This requirement applies to those entering DOD 1102 positions on or after Oct 1, 2000. Current civilian personnel in DoD, who occupied GS-1102 positions or contracting positions with authority to award or administer

contracts above the simplified acquisition threshold in an Executive Department on or before September 30, 2000, are exempt from meeting this requirement. Current military members who occupied a similar occupational specialty to the GS-1102 on or before September 30, 2000, are also exempt from meeting this requirement. Click [here](#) for additional information.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

On your resume, please include college/university, dates attended, degree achieved, semester hours earned, GPA, major field of study, 24 semester hours of specific courses and course hours in your major. Failure to provide this education information on your resume may result in an ineligible rating.

Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.

Must have 52 weeks of Federal service at the next lower grade (or equivalent).

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

#### **Other Information:**

- The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on [http://www.cpms.osd.mil/fas/staffing/pdf/rem\\_ann.pdf](http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf)
- This is a Career Program Position (CP). # 14
- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.

**Other Advantages:** The Baltimore District is flexible in the accommodation of commuter concerns. You may pay for parking or use commuter services such as the bus, light rail, subway, commuter trains, and other forms of transportation. The District provides a subsidy for those who elect to use public transportation.

**Other Requirements:**

- Must file annual financial statement.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- License/Certification: DAWIA - Level II
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

**HOW TO APPLY:**

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

**RESUME:**

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume. However, you may be asked to submit the documentation if you are selected. Resumes must be received by the closing date of this announcement.

### **SELF NOMINATION:**

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board

<http://cpolrhp.army.mil/ner/index.html>, key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site (<http://cpol.army.mil/employ/jobkit>) and follow instructions provided.

Self-nomination must be submitted by the closing date.

### **APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):**

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

### **Point of Contact:**

Central Resume Processing Center, 410-306-0137, [aplicanthelp@cpsrxtp.belvoir.army.mil](mailto:aplicanthelp@cpsrxtp.belvoir.army.mil)

### **THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.